

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1163A1

PAGE
NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Maryland Department of Transportation
Mass Transit Administration Police Force

AGENCY		DIVISION
Item No.	Description	Retention
10	<u>Police Communications Operator Application Investigations (Rejections)</u> This file contains application for employment, personal history statements, fingerprint cards, authorization for disclosure of information forms, educational records, employment records, copy of personal information data	Retain for 10 years and destroy
11	<u>Police Communications Operator Application Investigations (Terminations)</u> This file contains application for employment, personal history statements, fingerprint cards, authorization for disclosure of information forms, educational records, employment records, copy of personal information data	Retain for 30 years and destroy

Schedule Approved by Department,
Agency, or Division Representative

4/24/97 Bernard B. Costigan Chief of Police
Date Signature Title

Schedule Authorized by

MAY 5 1997

Date

Edward C. Papenfuss
State Archivist

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY
MDOT

2. DIVISION
MASS TRANSIT ADMINISTRATION

3. UNIT
POLICE

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Police Communication Operator Applicant Investigations
(Rejections)

5. EARLIEST YEAR/LATEST YEAR
1995 TO present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

This file contains application for employment, personal history statements, fingerprint cards, authorization for disclosure of information forms, educational records, employment records, copy of personal information data.

7. RECORD SERIES FORMAT(S)

- ☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☐ ALPHABETICAL
☒ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
1 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
1/2 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED

- ☐ DAILY ☒ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 5 ☐ MONTH(S); ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

301 N. Eutaw Street
Room 306

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☒ YES ☐ NO

(IF YES, CITE LAW(S) & REGULATION(S)

Maryland Annotated Code, Article 76A

16. AUDIT REQUIREMENTS

- ☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☒ YES ☐ NO Numerical System

18. RECOMMENDED RETENTION

10 years

19. NAME AND TITLE OF PREPARER

Bernard B. Foster, Sr.
Chief of Police

20. TELEPHONE NUMBER

410-333-8141

21. DATE

4/23/97

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Chief of Police

20. TELEPHONE NUMBER

333-8141

21. DATE

4/23/97